



Republic of the Philippines
 PROVINCIAL GOVERNMENT OF QUIRINO
 Cabarroguis

**PROVINCIAL TREASURER'S OFFICE
 CITIZEN'S CHARTER**



VISION:

The Provincial Treasurer's Office shall assist in the transformation of the Local Government Unit into financing sustaining institutions working within the framework of the National Government Fiscal Policies.

MISSION:

The Provincial Treasurer's Office shall assist in enhancing the financial capability of the LGU within the framework of National Government Policies; evaluating the fiscal performance of the Municipal Government against a set of standard measuring the delivery of basic services; economic strategies adopted and implemented; sound fiscal practices; and financial viability.

OFFICE	STEP	STEP BY STEP PROCEDURE		PERSON RESPONSIBLE	MAXIMUM WAITING TIME	REQUIREMENTS/ SUPPORTING DOCUMENTS	FEES Collected if any	LOCATION
		CLIENT	SERVICE PROVIDER					
PROVINCIAL TREASURERS OFFICE								First Floor, Capitol Building, Cabarroguis, Quirino
RECEIVING	1	Present Documents	Receives documents, check and verify record of monthly remittance	Ediemar C. Galinato, Margarita Agustin, Madelyn A. Luclucan	5 mins. Per transaction	Disbursement Vouchers & Payrolls	none	
	2		Filling up and signing of Tracking Slip		3 mins. Per transaction			
	3		Assigned PTO Number in the Disbursement Voucher/payroll and indicate the date received, determine cash availability balance and forward to Provincial Treasurer for signature		5 mins. Per transaction			

OFFICE	STEP	STEP BY STEP PROCEDURE		PERSON RESPONSIBLE	MAXIMUM WAITING TIME	REQUIREMENTS/ SUPPORTING DOCUMENTS	FEES Collected if any	LOCATION
		CLIENT	SERVICE PROVIDER					
	4		Sign the document as to Availability of cash	Lolinda P. Pagulayan	5 mins. Per transaction			
	5		Forward the documents to Provincial Governor's Office for signature and approval of the Governor	Ediemar C. Galinato	3 mins. Per transaction			
DISBURSING	1	Present ID	Verifies ID presented by the client	Ronald L. Rubi, Veronica S. Meim, Jenifer C. Ablaza, Mila S. Baniqued, Arlene A. Sanglay	15 seconds		none	
	2	Wait	The cashier will locate Voucher/payroll in the files		5 seconds			
	3	Received and Count payment and affix	Count cash and give the amount money due to client		2 minutes			
COLLECTING	1	Present/ Submit copy of pertinent documents as indicated in the requirements/ supporting documents column.	* Receive and verify the needed documents	Madelyn A. Luclucan, Lorelie B. Agub, Adoracion F. Baloran, Melgar, R. Baloran, Carlos O. Melchor, Aileen p. Angeles	5 minutes per transaction	a) Disbursement Voucher check/cash and Advise of Check for remittance of Real Property Tax Provincial Share (Basic & SEF)	BASIC 35% SEF 50%	
						b) Deed of Sale & Tax Declaration for Transfer of Real Property Tax Ownership.	50% of 1% of Selling Price or FMV which ever is higher	
						c) Statement of Gross Annual Receipts/ Statements of Capital Investment for Tax on Printing & Publication	50% of 1% of the Gross Annual Receipts for the preceding calendar year on the business of persons engaged in the printing and/or publication of books, cards, leaflets, handbills, certificates, receipts, pamphlets, newspapers and others of similar nature	

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						d) Notarized Sworn Statement of Gross Receipts during the preceding Calendar Year for renewal of Franchise Tax.	50% of 1% of the Gross Annual Receipts which shall include both cash sales on account realized during the preceding calendar year within the province	
						e) Order of Payment from PNREO for Tax on Sand Gravel & other Quarry Resources.	10% of the Fair Market Value of P 200.00 per cubic meter or a total amount of P 20.00 per cubic meter	
						f) PRC License for Professional	P 300.00 - Annual Professional Tax Receipt	
						g) Present Notice of Payment for Tax on Delivery Trucks & Vans.	P 500.00 per unit of Delivery Trucks and Van	
						h) Documents for other Fees and Charges	<ul style="list-style-type: none"> ● Secretary's fee ● Certification fee ● Building Space Rental ● Shipping Permit Fee ● Governors Permit fee ● Accreditation Fee ● Processing Fee ● Verification Fee 	
	2	Wait	Compute Tax Due		10 minutes			
	3	Pay the amount due and receives Official Receipt and Governors Permit and stickers (for tax on Delivery Trucks & Vans)	Issue Official Receipts and receives payment, and issue Gov. Permit & stickers (for tax on Delivery Trucks & Vans)		5 minutes			